***Name: Muhammad Aalishan.*** ***D.O.B: 09-09-1996***

**Email:** *Alishamkhan0122@gmail.com* *CNIC: 17301-9530815-3*

Cell No: 0316-4672266

**Education:**  *M.com*

**Experience:** 05 Year

***Senior Auditor:*** **Pakistan Railways Account Department (Contract) (01-2022 to 12-2022):**

* GPF calculation with interest rates.
* Posting of (GPF) ledgers of employee’s A/c.
* Pre Audit of class IV payrolls, verification of contractor bills and deposited works.
* Preparing liabilities payments schedule monthly, quarterly and annually of (TA/DA, telephone bills, electricity bills,)

****** ***Assistant Finance Manager:*** **Libra Private (Ltd) (12-2019 to 12-2021):**

* Published financial statement, Handle monthly, quarterly and annual closings.
* Conducting standard costing
* Accounts Receivable aging and their follow-up.
* Reporting all updates regarding financial transaction.
* Monthly audit reporting of sales, recovery.
* Monitoring debts collection.
* Checking vouchers, Invoice and PO. GRN.GIR.
* Calculation and reconciliation company discount policy
* Experience in manufacturing industry.

***Junior Auditor***: **A.SALAM JAN & CO (01-2017 to 12-2019)**

* Reconcile accounts payable and receivable
* Checking daily production report.
* Input & output Tax and withholding tax.
* Maintain stock record and monthly stock taking.
* Monthly bank recon reconciliation.
* Payroll and cash in hand reconciliation.

***Skills:*** Good Knowledge of Microsoft office (Word, Excel & Power Point) and other Tools & softwares.

 ***Reference:*** Will be provide on demand.